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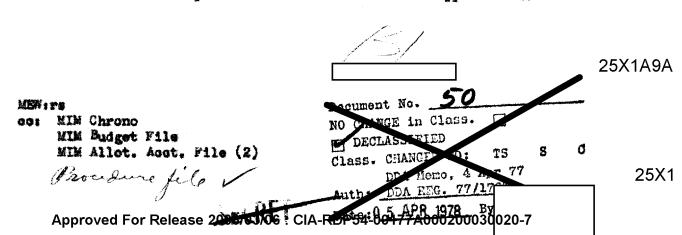
Budget Officer

28 Jedember 1949

Chief, Services Division

Astablishment of Additional Alletment Account

- l. It would be appreciated if the Audget Staff would establish a new allotment account under the Services Division for repairs to standard office equipment and furniture in use and in stock in the agency.
- 5. To charge repairs of standard office equipment and furniture not used by the Supply Branch to the Supply Branch Allotment Account does not present a true picture of the costs of operation of that Branch. Likewise, the Stock Allotment Account should only be used for standard furniture, equipment and supplies procured for use by the agency.
- 4. Therefore, to be consistent, and from a sudgetary point of view, it is desired that a separate repair account be established separate from the Stock and Supply Branch Accounts. Then, when preparing budget estimates, a more accounts figure can be arrived at as to the cost of the actual operation of the as such, and as to the emount of standard property, and supplies purchased during the previous year. Cost of special or non-standard items of equipment and supplies, and repair of same will continue to be charged to the activity requiring them.
 - 5. Your cooperation on the above will be appreciated.



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